Free Computer Classes at the Lodi Public Library: AUGUST 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Fri.	Saturday
			01	02 Comp. & Internet Basics II: 1 - 3 PM (day 1 of 3) ML	03	04
05 Résumé Basics 2 – 4 PM GW	06 Comp. & Internet Basics II: 6 - 8 PM (day 1 of 3) EF	07 State of Calif. Online Job Applications 6 – 8 PM DD	08 Comp. & Internet Basics I: 4 - 6 PM (day 1 of 3) ST	09 Comp. & Internet Basics II: 1 - 3 PM (day 2 of 3) ML	10	11 Word Processing 10 AM – 12 N (day 1 of 2) RR
12	13 Comp. & Internet Basics II: 6 - 8 PM (day 2 of 3) EF	14 State of Calif. Online Job Applications 6 – 8 PM DD	15 Comp. & Internet Basics I: 4 - 6 PM (day 2 of 3) ST	16 Comp. & Internet Basics II: 1 - 3 PM (day 3 of 3) ML	17	18 Word Processing 10 AM – 12 N (day 2 of 2) RR
19 Résumé Basics 2 – 4 PM GW	20 Comp. & Internet Basics II: 6 - 8 PM (day 3 of 3) EF	21 State of Calif. Online Job Applications 6 – 8 PM DD	22 Comp. & Internet Basics I: 4 - 6 PM (day 3 of 3) ST	23	24	25
26	27 Word Processing 6 - 8 PM (day 1 of 2) ST	28 State of Calif. Online Job Applications 6 – 8 PM DD	29 Word Processing 6 - 8 PM (day 2 of 2) ST	30	31	01 Sept.

INSTRUCTORS: CM = Charlene   DD = Dan   EF = Eric   GW = Garry   ML = Mike   RR = Ron   ST = Sharen

CALENDAR UPDATED 7/21

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To register for a class or get more information, visit the library or call 333-5554

SEE THE CALENDAR ON THE REVERSE SIDE FOR CLASS DATES & TIMES THIS MONTH.

COMPUTER AND INTERNET BASICS I

- Three-day class, two hours each day
- For first-time computer users. How to use the mouse, make simple keyboard entries, and get on the Internet.
- Prerequisite: none

COMPUTER AND INTERNET BASICS II

- Three-day class, two hours each day.
- Intermediate computer and Internet skills. Interactive websites, file & folder techniques.
- Prerequisite: Computer and Internet Basics I or equivalent

BASIC WORD PROCESSING

- Two-day class, two hours each day.
- Introduction to word processing in Microsoft Word, Wordpad, Notepad, and e-mail
- Prerequisite: Computer and Internet Basics I or equivalent.

RÉSUMÉ BASICS

- One-day class, two hours.
- Writing the résumé that employers want to see today. No prerequisite.

STATE OF CALIF. EMPLOYMENT

- One-day class, two hours.
- The State of California online job application procedure. No prerequisite.